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CENTRAL INTELLIGENCE GROUP

OPERATIONS MEMORANDUM NO. \_\_\_\_\_

Clearance of Personnel for  
Assignment to or Employment by the  
Central Intelligence Group

Reference: CIG [ ] dated 1 May 1947,  
subject: Policy on Clearance of  
Personnel for Duties With Central  
Intelligence Group.

Expires 30 June 1947

1. Reference establishes security procedures regarding the clearance of personnel assigned to or employed by the CIG but does not provide special procedures which may be warranted because of operating conditions. It is not intended that the investigative requirements of Reference will be omitted in any instance and complete security practices thereunder will continue.

2. As an aid to administrative operations, however, particularly those concerning the FBIB, there are set forth below amplifying procedures concerning security clearance:

a. All personnel being assigned to or employed by CIG will be processed in accordance with the security procedures set forth in Reference;

b. Personnel assigned to CIG in positions where they will have access to information classified for intelligence purposes will be required to meet the full security clearance standards established in Reference;

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c. In the case of certain employees, particularly those of the FBIB, who in some instances will be in isolated positions and who will have no access to material classified for intelligence purposes investigative results may be waived, as appropriate to the circumstances, contingent, however, upon these employees remaining in the particular position for which they are engaged and in areas where they are initially assigned. Any subsequent change in their assignment shall be made only after complete review of the initial investigation and subsequent record by the Chief, Security Division, P & A. Certification for employment under these conditions shall be made by the Executive Director and shall read substantially as follows: -

"Certified for employment only in FBIB and only for service in \_\_\_\_\_  
(name of country)

\_\_\_\_\_, subject to temporary duty in, or periods of consultation with,  
or area)  
FBIB in Washington."

d. In Washington, as operating demands warrant and where employees will not have access to material classified for intelligence purposes, such employees may be hired on a short term basis for a period up to 120 days. During this period, a complete investigation shall be made of these employees as provided in Reference and if they are not considered qualified their employment shall be terminated as of the end of the period. If, in the meantime, the employees are qualified they may be offered permanent positions. In no instance shall an applicant be offered employment contingent upon his meeting the personnel security requirements of CIG, as such a course could result in hardship to the applicant and embarrassment to the CIG in the event the applicant were not found qualified. The provision of paragraph 6 of Reference is construed to apply to permanent duty and hence is not in conflict with these provisions regarding short term employment.

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